

FTC-I-6

System name:

Office of the Secretary Control and Reporting System -- FTC.

Security classification:

Not applicable.

System location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Categories of individuals covered by the system:

Individuals who, at the time the records are added to the system, are Commissioners or Commission employees; participants in Commission investigations and law enforcement proceedings; and parties requesting formal advisory opinions. (Businesses, proprietorships, or corporations are not covered by this system.)

Categories of records in the system:

Records of assignments; votes; circulations; and statements of individual Commissioners on issues before the Commission.

Authority for maintenance of the system:

Federal Trade Commission Act.

Purpose(s):

To process and control assignments made to individual Commissioners; to coordinate the consideration and votes on appropriate issues; to assist Commissioners and staff in investigative, adjudicative and rulemaking proceedings, enforcement actions, civil penalty proceedings, consideration of compliance reports, issuance of complaints, negotiation of consent orders, issuance of cease and desist orders, advisory opinions, and other matters before the Commission; and to retain records of the matters before the Commission, the Commission's deliberations and decisions concerning those matters, and related documents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to the disclosures generally permitted under 5 U.S.C. 552a(b), records and information in these records may be specifically disclosed pursuant to 5 U.S.C. 552a(b)(3) as described in Appendix I of this notice, provided that no routine use specified therein shall be

construed to limit or waive any other routine use.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

May be maintained on standard legal-size and letter-size paper; magnetic tapes and disks; microfilm and microfiche; or optical storage media.

Retrievability:

Indexed by Commissioner or staff name, employee identification number, FTC matter number, respondent's name, company name, and industry investigation title.

Safeguards:

Access to records restricted to agency personnel whose responsibilities require access. Access to computerized records controlled by "user id" and password combination.

Retention and disposal:

Records are retained indefinitely.

System manager and address:

Secretary, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification procedure; Record access procedure; and Contesting record procedure:

See Appendix II.

Record source categories:

Commission staff associated with the matter.

System exempted from certain provisions of the Act:

Pursuant to 5 *U.S.C.* 552a(k)(2), records in this system are exempt from the requirements of subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) of 5 *U.S.C.* 552a. See § 4.13(m) of the FTC Rules of Practice, 16 CFR 4.13(m).